

**MERCYHURST PREPARATORY SCHOOL
ERIE, PA**

DIRECTOR OF ADVANCEMENT

Mercyhurst Preparatory School, a Catholic school in the Mercy tradition and an International Baccalaureate World School is seeking a dynamic candidate for the Director of Advancement position. This is a 12-month, full-time position reporting to the President of the school.

The Director of Advancement is responsible for every aspect of fundraising and donor relations. This includes pledges, gifts, payments, stock transactions and recordkeeping of all information pertaining to the fundraising programs including the Annual Fund, Cash for Christmas, Erie Gives, Tax Credits Programs, Major Gifts, Endowments, Planned Giving, special projects and events. The director works collectively with the Board of Trustees, the President and the Marketing team to enhance communications with alumni and other prospective donors.

QUALIFICATIONS

The candidate must have a bachelor's degree in marketing, business, or a related field with a minimum of five years of experience doing advancement work for a school or non-profit organization. CFRE certification is a plus.

KNOWLEDGE, SKILLS, AND ABILITIES

Has a proven track record in donor development and relationships.
Is organized and able to multi-task in a fast-paced environment.
Has proven researching skills relative to potential grants and prospective donors.
Works well with colleagues in a cooperative environment.
Has strong organizational, interpersonal, and leadership skills.
Has a warm and welcoming manner.
Is an exceptional communicator, both orally and in writing.
Is proficient in Microsoft Office and able to learn new computer programs.
Has an understanding of the Catholic school environment and the Mercy Mission.
Has intense school spirit and a passion for Mercyhurst Prep.

Successful candidates will be required to submit acceptable PA Child Abuse Clearances, PA Criminal History Clearance, FBI fingerprints, Diocesan Youth Protection, and Mandated Reporter training.

At Mercyhurst Prep, we strive for excellence in academic and co-curricular programs, promote service to our local and global communities, and foster the dedication and active support of the students, parents, faculty, and staff.

We at MPS are committed to creating a community in which all individuals may deepen their spiritual awareness, broaden their intellectual endeavors, strengthen their personal integrity, enhance their individual talents, and embrace their global responsibility.

Please send a cover letter and resumé to HR@MPSlakers.com by 3/1/2025.